

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Payroll Specialist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists in the management and coordination of payroll functions for city employees. Complies with Federal and state payroll regulations and related accounting, reporting, and remittance requirements. Processes all garnishments, bankruptcies, child support payments, savings bond purchases, and IRS, state, and property taxes. Processes pay line, purchases saving bonds, and assists in basic administrative duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs financial duties by processing all garnishments, bankruptcies, child support payments, savings bond purchases, and state and property tax liens.
2	S	Processes pay line by verifying payroll, issuing performance awards and payment advances, reconciling end check processing, and approving pay documents.
3	S	Purchases saving bonds by reconciling bank statements and bank deposits for Federal and social security payments and processing checks for closed direct deposit and reversals.
4	S	Assists in basic administrative duties by answering telephone calls, preparing correspondence, and writing monthly work reports and other documents.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience payroll work in a large organization.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read federal and state tax guides and handbook and principles of payroll administration.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division at a college level.
Writing	Work requires the ability to write correspondences.
Managerial	N/A
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, distribution of memos or payroll
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from office equipment, distribution of materials or documents
Lifting	O	Office supplies, files, folders, checks, records, boxes, books, manuals, toner, copy paper
Carrying	O	Office supplies, files, folders, checks, records, boxes, books, manuals, toner, copy paper
Pushing/Pulling	O	
Reaching	O	Office supplies, files, folders, checks, records, boxes, books, manuals, toner, copy paper
Handling	O	Office supplies, files, folders, checks, records, boxes, books, manuals, toner, copy paper
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Filing in file cabinet drawers
Crouching	N	
Crawling	N	
Bending	O	Filing in file cabinet drawers
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing, use of office equipment, distribution of materials or documents
Hearing	C	Telephone, co-workers, supervisors, personnel from Law, Human Resource, Treasures, clerk of courts, City Attorney's office, team leaders, administrative support, system analysts, managers, trustees, meetings
Talking	F	Telephone, co-workers, supervisors, personnel from Law, Human Resource, Treasures, clerk of courts, City Attorney's office, team leaders, administrative support, system analysts, managers, trustees, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Microsoft Windows and Office software, Telnet, Paybase 16, Advantage Desktop, PeopleSoft

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)